

*The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.*

## Appeals to the Civil Service Commission

### Does Everything Stop When An Appeal Is Filed?

This issue of the Civil Service Adviser responds to this and other questions on appeals to the Civil Service Commission and their affect on Human Resources and departmental operations.

# Civil Service Adviser

#### WHAT IS AN APPEAL TO THE CIVIL SERVICE COMMISSION?

An appeal is a request to review an administrative action taken by the Human Resources Director or the Executive Officer of the Civil Service Commission. The appeal process serves as a check and balance of the merit system. The decision of the Civil Service Commission on appeals is final.

#### WHAT ACTIONS MAY BE APPEALED?

There are generally five types of appeals:

1. examination matters (procedural issues)
2. decisions by either the Human Resources Director or the Civil Service Commission Executive Officer pertaining to allegations of discrimination, classification matters, certification issues, etc.
3. future employment restrictions recommended by the Department Head or Human Resources Director
4. personal services contracts
5. employee compensation matters as authorized by the City Charter

#### HOW ARE ACTIONS APPEALED?

Appeals must be filed in writing and submitted to the Executive Officer, Civil Service Commission at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102 within the time frames specified in the Civil Service Commission Rules.

#### WHAT HAPPENS WHEN AN APPEAL IS FILED?

The Civil Service Commission notifies the Human Resources Department, sends a copy and tentatively schedules a hearing before the Civil Service Commission. The Charter provides that no action of the Human Resources Director shall be stayed unless by majority vote of the Civil Service Commission. Appeals should be investigated and resolved in a timely manner--resolution may include a presentation and recommendation to the Civil Service Commission. Examination, classification, or hiring activities should not stop because an appeal is filed unless the Department of Human Resources or the Civil Service Commission issues explicit instructions to cease.

The appeal process allows an individual a hearing before an independent body--the Civil Service Commission. The appeal process is not meant to hinder or impede vital city services or administrative work of departments.

Although there is no hard and fast rule, appeals should be resolved or staff reports submitted to the Civil Service Commission within thirty (30) business days.

Should you require information on the Civil Service Commission Rules Policies and Procedures relating to hearings, meetings, staff reports, or other pertinent items, please contact either Kate Favetti, Executive Officer or Anita Sanchez, Assistant Executive Officer at (415) 252-3247.



#### The San Francisco Civil Service Commission

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